BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Subsidiary Diploma in Business Pearson BTEC Level 3 International Foundation Diploma in Business Pearson BTEC Level 3 International Diploma in Business Pearson BTEC Level 3 International Extended Diploma in Business
Unit number and title	**Unit 21: Training and Development**
Learning aim(s)	**C:** Develop an appropriate induction programme for a group of new starters in a selected business
Assignment title	Induction for new employees
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You have been researching career opportunities available and the induction programme offered by different companies. The careers department at your centre have arranged an opportunity for learners in your class to work with local businesses to develop an induction programme for newly appointed employees and have asked you to take a lead on plans for one of the local businesses. This business should be one you know, e.g. where you work or volunteer part time, are undertaking work placement or one which you have carried out research into.

	You must individually write and evaluate an appropriate induction programme that provides a group of new starters in a selected business with all the information they need to get on-boarded and up to speed with their new jobs. You should begin by researching the business's current induction activities in order to propose a plan that improves on what is currently offered.

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Task 1	The induction programme should cover an appropriate time span including: ● pre-employment ● primary induction (first day) ● first week ● first month and beyond Your plan must include examples of appropriate documents for staff, on-going checklists for managers, and feedback sheets to be distributed at the end of the programme to determine if it meets the needs of the inductees. It should also be fit for purpose, professional and written in appropriate business language. Having planned the induction programme you then need to write a report in which you evaluate the likely impact of the programme on the business and the new starters themselves. To do this you will need to carefully assess the strengths of the plan before coming to a supported and reasoned judgement about the likely benefits both to the business's ability to meet its objectives as well as the individuals involved in the program.
Checklist of evidence required	Induction programme including any appropriate and necessary documentation. Written report

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
21/C.D3	Evaluate the likely impact of the induction programme on the business and the individuals.
21/C.M3	Assess the factors likely to make induction successful for new starters in the selected business.
21/C.P5	Plan an appropriate induction programme for a group of new starters in a selected business using own research.

Sources of information to support you with this Assignment	**www.tutor2u.net** Tutor2U has a range of study notes and materials to include training and development. **www.businesscasestudies.co.uk** The Times 100 has economics and business case studies. The site also has a selection of theory notes aimed at learners. **Above are some examples of websites. Further useful resources may be found at www.edexcel.com/resources/Pages/default.aspx**
Other assessment materials attached to	*None*

this Assignment Brief	